

BCS = P010356

09-34-560-02



**POSITION**  
**AVAILABILITY**  
 (Revised 3/22/00)

## PERSONNEL OFFICE USE ONLY

 EEO Job Categories  
 (Nos. a - 1)

 Emp. Ref - Prev. KENV  
 Employee

Date Job Filled

10-16-09

EEO Graph Updated

 Knight, Greg  
 Name of Hrer
Station: KENVDepartment: NewsJob Title: All Platform Jouranalist

Job Slot No.: \_\_\_\_\_

Shift: TBDAvailable: ImmediaetlyRequirements: (Exmple - Typing speed, carry equipment, Driver's License) See Attached

Present Salary Range:

\$ \$10-\$11 per month or hour (Not Posted)

Previous Employee's Salary:

\$ 0 per month or hour (Starting)

New Position

(Employee's Name)

\$ \$11 per month or hour (Final)

EEO Referral Sources to Contact:

TVJOBS, Nevada Career Center, Inter-Company,Nevada Broadcasters Association, State of Nevada Employment, Medialine, UNR,A2N2 (sales only), and KENVTV.com

(IF REFERRAL SOURCES ARE NOT FREE, AN APPROVED PURCHASE ORDER IS REQUIRED TO POST.)

SUBMITTED BY:

(Please print)

Department Head / Contact

Date

APPROVED BY:

(Please sign)

General Manager or President

Date



## **JOB OPPORTUNITY**

Location: KENV-TV, News 10, Elko, Nevada

Position: **All Platform Journalist**

Northeast Nevada's only local television station seeks a creative, energetic individual to join its team. We have earned a reputation as the market's technological and news coverage leader by presenting well-balanced, informative newscasts. If you seek an opportunity with a progressive news station dedicated to providing useful, timely information, while refining your own skills with the cutting edge of technology, then apply immediately.

Shift: To Be Determined

- Typical Duties:

- Operate studio cameras for all local newscasts and updates;
- Perform lighting duties as required for studio production;
- Responsible for "On-Air" switching of video and audio;
- Operate character generator and audio board for news and commercial production;
- Perform other tasks related to the position as assigned;
- Shoot and edit newscasts with Mini DV & Digital equipment, responsible for final news product
- Responsible for maintenance of camera equipment and news vehicle; Knowledge of computers and web applications;
- Make contacts and gather information about news issues and events in Northern Nevada and the West from which reports are written and edited;
- Write interesting news stories from wire copy, field reports, telephone interviews and field reporting;
- Establish a good working relationship with newscast producers to ensure a well paced, clean newscast;
- Be able to shoot, write and edit your own stories; and
- Perform other tasks related to the position as assigned, which will include website contribution and or newscast producing.

- Requirements:

- Passion and dedication to news!
- Great story teller who writes to video;
- Must enjoy working as one "man" band;
- Good video photographer with eye for news, features and sports;
- Minimum two (2) years experience as a television news reporter, shooter or editor;
- Familiarity with ENG and SNG;
- Ability to meet daily deadlines and work cooperatively with other staff members;
- Experience editing news copy and videotape;
- Good phone etiquette;
- Newsroom computer experience preferred;
- Must possess a valid driver's license with no DUI convictions;
- Ability to carry fifty pounds of television equipment;
- Please send resume and non-returnable DVD; and
- Pass pre-employment drug test.

Contact: Terry Hritz, Ruby Mountain Broadcasting Company  
1025 Chilton Circle; Elko, Nevada 89801  
Fax: 775-777-7758; Email: [thritz@kenvtv.com](mailto:thritz@kenvtv.com)

**RUBY MOUNTAIN BROADCASTING COMPANY**  
**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

**This employer does not discriminate on the basis of sex, sexual preference, age, race, color, religion, disability, national origin, marital or veteran's status.**

**Date posted: 10/14/09**



***KENV TV 10, ELKO NV  
Job Opportunities***

	Date Posted	Dept	Job Reference Number
All Platform Journalist	10/14/09	560	09-34-560-02



## Please Confirm Job Vacancy Information

<b>Job ID:</b>	<b>010356</b>
<b>Date Submitted:</b>	<b>03/11/2010</b>
<b>Original Post Date:</b>	<b>2009-10-14</b>
<b>Actual Job Title:</b>	<b>All Platform Journalist</b>
<b>Department:</b>	<b>News</b>
<b>FCC Job Category:</b>	<b>Professionals</b>
<b>Compensation:</b>	<b>Confidential per year</b>
<b>Employment Type:</b>	<b>30 or more hours per week</b>
<b>Hours/Shifts:</b>	<b>TBA</b>
<b>Education:</b>	
<b>Experience:</b>	
<b>Job Description:</b>	<p>Operate studio cameras for all local newscasts and updates; Perform lighting duties as required for studio production; Responsible for "On-Air" switching of video and audio; Operate character generator and audio board for news and commercial production; Perform other tasks related to the position as assigned; Shoot and edit newscasts with Mini DV &amp; Digital equipment, responsible for final news product Responsible for maintenance of camera equipment and news vehicle; Knowledge of computers and web applications; Make contacts and gather information about news issues and events in Northern Nevada and the West from which reports are written and edited; Write interesting news stories from wire copy, field reports, telephone interviews and field reporting; Establish a good working relationship with newscast producers to ensure a well paced, clean newscast; Be able to shoot, write and edit your own stories; and Perform other tasks related to the position as assigned, which will include website contribution and or newscast producing.</p>
<b>Requirements:</b>	<p>Passion and dedication to news! Great story teller who writes to video; Must enjoy working as one "man" band; Good video photographer with eye for news, features and sports; Minimum two (2) years experience as a television news reporter, shooter or editor; Familiarity with ENG and SNG; Ability to meet daily deadlines and work cooperatively with other staff members; Experience editing news copy and videotape; Good phone etiquette; Newsroom computer experience preferred; Must possess a valid driver's license with no DUI convictions; Ability to carry fifty pounds of television equipment; Please send resume and non-</p>

	returnable DVD; and Pass pre-employment drug test.
<b>Benefits:</b>	
<b>Date Job Available:</b>	10/14/09
<b>Contact's First Name:</b>	Terry
<b>Contact's Last Name:</b>	Hritz
<b>Fax:</b>	775-777-7758
<b>E-mail Address:</b>	1025 Chilton Circle Elko, NV 89801
<b>Other Outreach:</b>	<p>Sunbelt Communications Group Stations KVBC, KRNV, KENV, KYMA, KCWY, KTVH, KPVI, KXTF=Job Boards          _JOBPOSTINGS@kvbc.com 1500 Foremaster Lane Las Vegas, NV 89101 702-642-3333 California Chicano News Media Association School of Journalism Attn: Sylvia Wells 3800 S. Figueroa Street Los Angeles, CA 90037-1206 213-437-4408 Fax: 213-437-4423 Great Basin College Pat Collins Berg Hall 1500 College Parkway Elko, NV 89801 775-738-8493 Fax: 775-738-8771 KRNV TV Promo Ryan Coleman 1790 Vassar Street Reno, NV 89502 Medialine Mark Shilstone medialine@medialine.com P O Box 51909 Pacific Grove, CA 93950 800-237-8073 Nevada Broadcasters Association Earlene Lefler 1050 East Flamingo #S-102 Las Vegas, NV 89119 702-794-4994 Fax: 702-794-4997 State of Nevada Employment and Training Job Order Placement 172 6th Street Elko, NV 89801 Fax: 775-753-7212 State of Nevada Employment and Training Attn: Virginia 4001 South Virginia Street Suite H Reno, NV 89502 775-284-7566 Fax: 775-688-1279</p>
<b>For which station(s) are you advertising this job?</b> KENV	

☒ I have verified the information and I'm now ready to store the job posting.

submit new job

edit

Station(s): KENV-TV

Job Resources for (Job ID): P010356

Agency Name	Contact Name	Address1	City	State	Zip	Phone	Fax	HC	RN	RI
AGENCY	Burt Shapiro Management	Unknown				Unknown			N	0
KENV WEBSITE	Terry Hritz	1025 Chilton Circle Elko, NV 89801				775-777-8500			N	0
MEDIALINE.COM	Mark Shilstone	P O Box 51909 Pacific Grove, CA 93950				800-237-8073			N	0
REFERRAL	Previous KRVN Employee	1790 Vassar Street Reno, NV 89502				775-322-4444			N	0
Total Resources: 4										



## WALKER, CARRIE

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**From:** WALKER, CARRIE  
**Sent:** Wednesday, October 14, 2009 9:22 AM  
**To:** \_JOB POSTINGS; Great Basin College (keitha@gbcnv.edu); (businessservices@nvdetr.org); Mark Shilstone (Medialine) (medialine@medialine.com); NAB Earlene Lefler (Earlenelefler@yahoo.com); Sylvia Wells (ccnmainfo@ccnma.org); HRITZ, TERRY; State of NV Employment (TGOXLEY@nvdetr.org)  
**Subject:** Post the KENV All Platform Journalist position  
**Attachments:** KENV All Platform Journalist 10 13 2009.doc; KENV Postings.xls

Please post the KENV All Platform Journalist position in your posting area.

Also attached is a summary of all openings at KENV.

*Carrie Walker*

KRNV Business Manager  
[cwalker@krnv.com](mailto:cwalker@krnv.com)  
1790 Vassar Street  
Reno, NV 89502  
775-322-4444 Ex 1207  
[www.MyNews4.com](http://www.MyNews4.com)

Date: 10/14/09

**BUSINESS INFORMATION**

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*  
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*  
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@krnv.com*

Nevada Unemployment Insurance Contributions # FEIN #

Business Legal Name: *Ruby Broadcasting Company* URL Address:

Nature of Business: *Television* Total number of employees: *5*

**Company Benefits:**

☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays  
☐ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given

Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes

Is the business under an Affirmative Action court order? ☒ No ☐ Yes

Physical location of job site, if different than above:

**JOB OPENING INFORMATION**

Job Title: *All Platform Journalist* Number Of Openings: *One* Starting Wage \$ *Confidential*

Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*

Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday

Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *TBA* to *TBA*

Education Level Requirements: ☐ None ☐ GED/H.S. ☒ Some College ☒ Degree *Journalism*

NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? DMV Printout Required? ☐ No ☒ Yes

Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes

Own tools required? ☒ No ☐ Yes If yes, what?

Typing Speed: *30-50/wpm* Licenses/Certifications required:

Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally

Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing /wpm ☐ Other

Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)

If more space is required, please use separate sheet or include job/position description: *See attached or following*

Job Skills/Requirements: *See attached or following*

Referral Instructions - Contact Name: *Human Resources*

Apply Via: ☒ Apply online to

☒ Email resume to *cwalker@krnv.com*

☒ Fax resume to fax number *775-785-1208*

☐ Call for appointment between and

☐ Send direct between and

☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*

Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes

Is this a confidential replacement position? ☒ No ☐ Yes



# HP Color LaserJet 2840

KRNV  
7757851208  
Oct-14-2009 1:50PM

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
917	10/14/2009	1:49:51PM	Send	6881279	0:56	3	OK



Date: 10/16/09

Visit Our Web Site: <http://www.nvjobconnect.com>

4001 S. Virginia St Ste H  
Reno NV 89502  
Phone: 775-834-1970  
Fax: 775-688-1279  
businessservices@nvdetr.org

### BUSINESS INFORMATION

Business Name: *Ruby Mountain Broadcasting Company dba: KRNV News 10* Address: *1025 Chilton Circle*  
City: *Elko* State: *NV* Zip Code: *89801* Contact Person: *Carrie Walker, KRNV Business Manager*  
Phone # *775-322-4444 Ex 1207* Fax # *775-785-1208* E-mail address: *cwalker@krnv.com*  
Nevada Unemployment Insurance Contributions # FEIN #  
Business Legal Name: *Ruby Broadcasting Company* URL Address:  
Nature of Business: *Television* Total number of employees: *5*  
Company Benefits:  
☒ Health Insurance ☒ Dental Insurance ☒ Vacation ☒ Sick Leave ☒ Holidays  
☐ Retirement Plan/401K ☐ Clothing/Uniform Allowance ☐ Childcare ☐ None given  
Mandatory: Does the business have federal contracts over \$100,000? ☒ No ☐ Yes  
Is the business under an Affirmative Action court order? ☒ No ☐ Yes  
Physical location of job site, if different than above:

### JOB OPENING INFORMATION

Job Title: *All Platform Journalist* Number Of Openings: *One* Starting Wage \$ *Confidential*  
Duration: ☒ F/T Reg ☐ P/T Reg ☐ F/T Temp. ☐ P/T Temp. Hours Per Week: *40*  
Days: ☐ Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐ Saturday ☐ Sunday  
Minimum Age: *18* Minimum Experience: *DOE* Shift Hours from: *TBA to TBA*  
Education Level Requirements: ☐ None ☐ GED/H.S. ☒ Some College ☒ Degree *Journalism*  
NV DL ☐ No ☒ Yes If yes, what class? *C* Any endorsements? ☐ No ☒ Yes  
Own Transportation Required? ☐ No ☒ Yes Is the Job site on or near a bus line? ☐ No ☐ Yes  
Own tools required? ☒ No ☐ Yes If yes, what?  
Typing Speed: *30-50/wpm* Licenses/Certifications required:  
Lifting Required? *50lbs.* ☐ Consistently ☐ Occasionally  
Tests: ☒ Drug ☐ Physical ☒ Background ☐ Credit ☐ Proficiency in Typing */wpm* ☐ Other  
Job Duties: (What does this person do during a normal shift, what skills are required to do this work?)  
If more space is required, please use separate sheet or include job-position description: See attached or following  
Job Skills/Requirements: See attached or following  
Referral Instructions - Contact Name: *Human Resources*  
Apply Via: ☒ Apply online to ☒ Email resume to *cwalker@krnv.com*  
☒ Fax resume to fax number *775-785-1208* ☐ Call for appointment between *and*  
☐ Send direct between *and* ☒ Mail resume to *1025 Chilton Circle Elko, NV 89801*  
Instead of a resume, will you accept a completed General Application? ☒ No ☐ Yes  
Is this a confidential replacement position? ☒ No ☐ Yes

04/09/08 JP

## WALKER, CARRIE

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**From:** Earlene Lefler [earlenelefler@yahoo.com]  
**Sent:** Wednesday, October 14, 2009 9:38 AM  
**To:** WALKER, CARRIE  
**Subject:** Re: Post the KENV All Platform Journalist position

Job posted.....Earlene

Earlene Lefler  
Nevada Broadcasters Assoc.  
1050 E. Flamingo Rd.  
Suite S102  
Las Vegas, NV 89119  
(702) 794-4994  
Fax: (702) 794-4997

---

**From:** "WALKER, CARRIE" <CWALKER@KRNv.com>  
**To:** \_JOB POSTINGS <\_JobPostings@kvbc.com>; keitha@gbcnv.edu; businessservices@nvdetr.org; medialine@medialine.com; Earlenelefler@yahoo.com; ccnmainfo@ccnma.org; "HRITZ, TERRY" <thrutz@kenvtv.com>; TGOXLEY@nvdetr.org  
**Sent:** Wed, October 14, 2009 9:22:26 AM  
**Subject:** Post the KENV All Platform Journalist position

Please post the KENV All Platform Journalist position in your posting area.

Also attached is a summary of all openings at KENV.

### *Carrie Walker*

KRNv Business Manager  
[cwalker@krnv.com](mailto:cwalker@krnv.com)  
1790 Vassar Street  
Reno, NV 89502  
775-322-4444 Ex 1207  
[www.MyNews4.com](http://www.MyNews4.com)

10/14/2009

## WALKER, CARRIE

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**From:** mark [mark@medialine.com]  
**Sent:** Wednesday, October 14, 2009 9:50 AM  
**To:** WALKER, CARRIE  
**Subject:** FW: EEO Confirmation letter

Please allow this to serve as confirmation of receipt of the following job listing(s) from : KENV on 10/14/09

### ALL PLATFORM JOURNALIST

The listing(s) will run for a 30 day period on our national television job listing service (unless you indicated otherwise) and then automatically remove themselves from the system.

If you need further documentation for your EEO files, please feel free to contact us at:

Phone:800-237-8073

Email:[medialine@medialine.com](mailto:medialine@medialine.com)

Fax:831-6485204

Mailing address:Box 51909, Pacific Grove, CA 93950

Contact:Mark Shilstone, Manager

Thank you for using MediaLine,  
Mark Shilstone  
Manager  
MediaLine

10/14/2009





October 14, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment  
Job Order Placement  
172 6<sup>th</sup> Street  
Elko, NV 89801

RE: Job Opportunities for **KENV All Platform Journalist**

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker  
Business Manager

# HP Color LaserJet 2840

KRNV  
7757851208  
Oct-14-2009 5:01PM

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
924	10/14/2009	5:00:02PM	Send	17757537212	0:54	3	OK



October 14, 2009

via Fax 775-753-7212

State of Nevada Dept of Employment  
Job Order Placement  
172 6<sup>th</sup> Street  
Elko, NV 89801

RE: Job Opportunities for KENV All Platform Journalist

Attn Job Order Placement Representative

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker  
Business Manager



October 14, 2009

FAX 775-753-2311

**Great Basin College**  
**Attn: Tammy**  
**901 Elm Street**  
**Elko, NV 89801**  
**775-738-8493**

RE: Job Opportunities for **KENV All Platform Journalist**

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

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Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker  
Business Manager



# HP Color LaserJet 2840

KRNV  
7757851208  
Oct-14-2009 5:04PM

## Fax Call Report

Job	Date	Time	Type	Identification	Duration	Pages	Result
925	10/14/2009	5:03:03PM	Send	17757532311	1:18	3	OK



October 14, 2009

FAX 775-753-2311

Great Basin College  
Attn: Tammy  
901 Elm Street  
Elko, NV 89801  
775-738-8493

RE: Job Opportunities for KENV All Platform Journalist

Ruby Mountain Broadcasting Company, the owner and operator of Channel 10 television, KENV, the NBC affiliate for Elko, Nevada, believes in, and is committed to, the concept of equal employment opportunity. It is our policy to recruit, hire, train and promote employees of the television station without regard to race, color, religion, national origin, sex, age, disability, marital or veteran's status. This office administers personnel recruiting activities and will contact you periodically with job openings for which we are seeking qualified candidates.

A listing of a current available position is enclosed herewith. We will attempt to provide you with all pertinent details for your use in referring candidates to us by including a job description and summary of requisite skills. We would greatly appreciate any and all applicants you refer to us and are particularly interested in minorities and women.

Application instructions are included on the job description enclosed. Thank you for your assistance with this job announcement.

Sincerely,

Carrie Walker  
Business Manager

1/1/2006

# SUNBELT COMMUNICATIONS COMPANY

## HIRE AUTHORIZATION

STATION: KENV

DEPARTMENT: News

POSITION: Asst. Video Editor

STATUS: F/T P/T  
(Circle One)

### RECRUITMENT EFFORTS (CONTACTS):

- (1) Company-wide Posting
- (2) KENV Web Site
- (3) TV Jobs
- (4) State of Nevada Employment Department
- (5) A2N2 (Sales positions only)
- (6) California Chicano News Media Assoc. School of Journalism
- (7) \_\_\_\_\_
- (8) \_\_\_\_\_
- (9) \_\_\_\_\_
- (10) \_\_\_\_\_

### INTERVIEWEES:

Referral Source (list each name, log number, date interviewed and recruitment source)

Name	Log No.	Date Interviewed	Recruitment Source
<u>Greg Knight</u>		<u>9/23/09</u>	<u>KENV web site</u>
_____	_____	<u>U</u>	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

\_\_\_\_ TOTAL INTERVIEWS

**HIRE AUTHORIZATION**Position: PT Video Editor Station KENVCandidate Hired: Greg Knight**RESULT/SYNOPSIS (why you chose this candidate; must be completed):**

Greg was hired for his previous experience  
and information from references and  
Sunbelt employees. He would be a  
good fit for our station

Referral Source (how they heard about job)NameSelected: Internet-KENV web Greg Knight  
(Referral source) SITE (Candidate hired)

Start Date: \_\_\_\_\_

Replacing: Jordan Petker**APPROVED BY:** \_\_\_\_\_

President

DATE: 9/24/09



CATALOG NUMBER	APP		Applicant's Name	Resume or App	Resource	Applying for Specific Position	Dept. App Forwarded To	Phone
	Date							
034-09-1013	10/15/09		Davenport, Melinda	<input checked="" type="checkbox"/>	R Agency-Burt Shapiro	All Platform Journalist	Hritz	(323) 469-9452
034-09-1012	10/15/09		Morris, Walter	<input checked="" type="checkbox"/>	R Medialine	All Platform Journalist	Hritz	(202) 661-0124
034-09-1015	11/3/09		Knight, Greg	<input checked="" type="checkbox"/>	A Operations Manager	All Platform Journalist	Hritz	(931) 314-2235
034-09-1017	11/3/09		Covert, Timon	<input checked="" type="checkbox"/>	R Website	All Platform Journalist	Hritz	(303) 757-2992

1  
1  
1  
4